

REQUEST FOR PROPOSAL
City of Middletown, Middletown, CT

Proposal Documents, addressed to the Supervisor of Purchases, City of Middletown, Room 112, Municipal Building, Middletown, Connecticut 06457, will be accepted until **Wednesday, March 25, 2015 at 3:00 pm est.** for the following:

RFP #2015-008-DECD Brownfield Assessment Program

1.0 INTRODUCTION

The City of Middletown (the City) has been awarded a \$200,000 grant from Municipal Brownfield Assessment and Inventory Grant (MBAI) program from the Connecticut Department of Economic and Community Development (DECD). The intent of the grant is to assess and plan the reuse of 60 Dingwall Drive, 195 DeKoven Drive and 130 Main Street in Middletown. The city is seeking a qualified consultant to perform all necessary work within the Brownfields program.

State brownfield grant funds will be used to begin environmental assessment of a 12 acre parcel in the downtown area of Middletown overlooking the Connecticut River and Route 9. The city is moving forward with the construction of a federally funded public parking garage. To complement this development a new concept plan was developed in 2014 for high density mixed use development featuring residential, retail and office space.

Conceptual Downtown Development Plan-

http://www.middletownplanning.com/documents/CenterPlanFinalReport_Phase3.pdf

Downtown Market Study-

http://www.middletownplanning.com/documents/RCLCO_MarketStudy.pdf

Grant funds would be used for environmental assessment of 60 Dingwall Drive, 195 Dekoven Drive and 130 Main Street.

The City is soliciting proposals from consultants with proven expertise in environmental site and risk assessment, management plans, quality assurance project plans, groundwater and soil sampling, remediation strategies and clean-up, cost estimates and cost control, and community outreach and public presentations.

The consultant activities are being conducted as part of the city's grant program, which will remain in effect through June 30, 2016. The Consultant will work under the direction of the Planning, Conservation and Development Department (PCD) and will work in collaboration with property owners and developers.

2.0 PROJECT APPROACH

The City of Middletown MBAI Program outlined in Appendix A will:

1. Conduct 3 Phase I (screening) site assessments;
2. Conduct, where necessary, 0-3 Phase II Site Assessments (detailing) site assessments;
3. Reuse Planning; and,
4. Submit final reports

The Consultant will work on Phase I and Phase II Site Assessments. Consultants will be required to complete Phase I and Phase II Site Assessment forms, as well as submit one hard copy and one digital copy of Phase I and II Site Assessments to the City. All Consultant work will be supervised and managed by the PCD. DECD will be receiving reports on program activity throughout the lifetime of the grant.

Consultant's Scope of Work:

Consultant Task1: Phase I Prioritization and Assessments. The Consultant will work with PCD and conduct Phase I investigation.

Deliverables/Activities: 3 Brownfields sites identified

The Consultant will coordinate all pertinent site information with the DEP and DECD as needed for review and will obtain state and federal approvals to assess the sites. The Consultant will conduct four Phase I environmental site assessments in accordance with current ASTM standards and procedures. Draft Phase I reports will be submitted for review to the PCD, Steering Committee, site owner, and DECD for a particular site before final reports are prepared. Final reports must be mailed to all aforementioned parties, as well as an additional hard copy and digital copy to the PCD.

Deliverables: 3 Brownfields sites assessed through Phase I and updated ACRES Database

Note: Proposals should identify the Consultant's Phase I Assessment process, the types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how Phase I Assessment information will be presented to PCD, the Steering Committee, and site owners.

Consultant Task 2: Phase II Assessments and Cleanup Planning. The Consultant will conduct Phase II assessments and sampling work. All Phase II Assessment work is contingent upon Phase I Assessment findings, projected costs, and the City's approval.

Phase II Site Assessments will further investigate and determine areas of environmental concern. Phase II Site Assessments will establish whether continued investigation and remediation is necessary. If cleanup is necessary, Phase II work will include estimating the clean-up cost.

To address the Phase II component of the Work Plan, consultants should describe their approach to the following tasks:

- Preparing a work plan and cost estimate for review by the City and DECD as necessary before sampling activity begins.
- Preparing a Quality Assurance Project Proposal (QAPP) prior to understanding Phase II Assessments, for review and approval by DECD. The QAPP will include proposed sampling and analysis strategy, sampling procedures, analytical procedures, data management, and other procedures that will ensure quality control.
- Conducting all environmental assessment and sampling procedures appropriate for a site, including geophysical surveys and soil and groundwater testing. Investigations and reports will be from The American Society for Testing and Materials (ASTM) guidance. The consultant will be responsible for obtaining all required permits for work at a site.
- Determining the need to undertake additional site assessment by identifying and recommending remediation strategies based on adopted risk management/assessment strategies particular to each proposed site (as applicable to each site and with prior approval by the City).
- Submitting draft Phase II reports for review to the City, site owner, DECD, and other individuals or agencies as identified for a particular site before final reports are prepared.
- Mailing final reports to the parties noted above, as well as two extra copies to the City.

The proposal should also indicate how Phase II procedures and information will be communicated with PCD and site owners.

Deliverables/Activities: Project Planning Meetings (as needed); 1 approved generic QAPP; 2 approved site-specific QAPP Addenda; 2 sites approved for Phase II investigation; 2 sites with complete Phase II Assessments with associated draft and final reports; updated ACRES Database

Consultant Task 3: Reuse Planning. The Consultant will, throughout the entire process, strategize with PCD on reuse plans. The Consultant will work with PCD to conduct public outreach and involvement and will market appropriate properties to foster developer/lender interest in the sites.

The proposal should also indicate procedures and information used for communication to the public which will be communicated with the City, Steering Committee, and site owners.

Deliverables/Activities: 2 or more internal planning and reuse meetings; developer/lender workshop or transaction forum

3.0 PROGRAM RESOURCES

The City of Middletown's Planning, Conservation and Development Department will administer and manage this MBAI Program. Technical services are offered by this department to the City in land use planning, environmental planning, community and economic development, housing, and geographic information systems.

The grant contains all financial resources to be used for this project. Approximately \$200,000 will be available for Consultant work. Contractor selection criteria will include demonstrable experience/capabilities with Brownfields projects to include the following project activities:

- Conduct Phase I and II Site Assessment activities and reporting
- Prepare QAPPs and RAPs
- Perform land-use and re-use planning
- Facilitate public meetings and present project information to community stakeholders, developers and lenders.

The Consultant's activities associated with each work task need to follow the proposed costs, and indicated level of effort.

4.0 SCHEDULE

Work Element	Specific Tasks	Responsible Party
Community Participation	Two initial public meetings	Consultant/PCD
	Mid-project public meetings	PCD w/Consultant Assistance
	Final public meetings	PCD w/Consultant Assistance
Site Identification	Research sites	Consultant w/PCD
	Prepare maps	Consultant
Quality Assurance Plan	Develop Assessment Protocol	Consultant
	Submit Draft QAPP	Consultant
	Submit Final QAPP	Consultant

Phase I Assessments	Review documentation, records, plans, etc.	Consultant
	Site visits	Consultant
	Phase I Assessment Report	Consultant
Phase II and III Assessments	Additional research and site visits	Consultant
	Soil/water/building sampling and testing	Consultant
	Geophysical testing if necessary	Consultant
	Final Report production/review/revision	Consultant

5.0 RESPONSE FORMAT

Responses to this RFP should consist of:

- A cover letter expressing the firm's interest in working with the City, identification of the project manager and/or principal staff – including any sub consultants – that will provide the requested services
- The approach to be taken toward completion of the project and an explanation of any proposed variations to the work program
- A list of individuals that will be committed to this project and their professional qualifications
- Documentation of relevant experience, including project descriptions and associated marketing materials and a contact name and address for reference
- Any other information illustrating the respondents' qualifications for performing the work outlined in this RFP
- ~~A cost proposal containing proposed total hours per staff and estimated cost of each work element, as well as total project cost. All hourly rates must be in conformance with the Davis Bacon Act~~

6.0 PERIOD OF PERFORMANCE

Work associated with this project will begin as soon as possible after awarding of the contract and must be completed by June 30, 2016. A project timeline should be included with the proposal.

7.0 COMPENSATION

Payment for services will be made on a lump sum basis based on completion of each of the above project activities.

8.0 FAIR SHARE GOALS

Consideration of all consultants, which includes equal opportunity for minority business enterprises (MBE) and women business enterprises (WBE), will be made in the Consultant selection process. The City as a grant recipient through the DECD will exercise appropriate measures to ensure good faith efforts are made during Consultant selection. Fair share goals are to attract and utilize WBE/MBE contracts, subcontracts, and procurement.

9.0 SUBMISSIONS/SELECTION CRITERIA

A to-be-determined mandatory consultant meeting will be held at Middletown City Hall.

Proposals from 3 interested consultants must be received by the City no later than **Wednesday, March, 25 2015 at 3:00 PM est.,** at which time PCD staff will review proposals. PCD will be responsible for screening proposals and making final recommendations. The City will make the final decision regarding selection of a Consultant. A Consultant selection and response will be made within (15) fifteen to (30) thirty business days after proposals are submitted.

The criteria used in evaluation of the proposals will include:

- Clarity of the proposal, understanding of the project objectives, and responsiveness to the work program
- The respondent's experience and qualifications to perform the requested service
- The extent to which the proposed costs, and indicated level of effort, are supported by the activity associated with each work task
- Ability to communicate findings to the general public
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the City and other interested parties
- References

Please submit four (4) copies of your proposal.

**Mail all submissions and
Direct all inquiries to:**

**Michiel Wackers, AICP - Director
Planning, Conservation and Development Dept.
City of Middletown
245 DeKoven Drive, Room 202
Middletown, CT 06457**

Telephone: 860-638-4840

Fax: 860-638-1940

Email: michiel.wackers@middletownct.gov

CHAPTER 26, CONTRACTS

ARTICLE I-EQUAL OPPORTUNITY IN EMPLOYMENT.

26-1 Contract Provisions Required

Every contract made by or on behalf of the City of Middletown for the construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.

26-2 Enforcement Officer

The Human Relations Director, who is the City's Affirmative Action Officer, shall have the authority to enforce this ordinance.

26-3 Provisions to be Included

A. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions approved by the Human Relations Director:

The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex (including pregnancy), transgender status, gender identity or expression, intellectual disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, political belief, Vietnam Era Veteran status, union membership, genetic history, criminal record (unless the provisions of Section 46a-60, 46a-80(b) or 46a-81 of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the protected groups) present or past history of mental or physical disability, or sexual orientation in any manner prohibited by the laws of the United States or of the State of Connecticut or the City of Middletown. The contractor also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the contractor as related to the provisions of this section.

B. The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

26.4 Notices to be posted on project site.

The contractor shall hereinafter post on the project site, in conspicuous places available for employees and applicants for employment, notices setting forth its non-discrimination requirements.

26.5 Subcontractors and Suppliers

In all pre-contractual contracts between contractor and any subcontractor or supplier either for work to be performed under a subcontract or for the procurement of materials, equipment or services, each subcontractor or supplier shall be notified in writing by the contractor of the contractor's obligations under this contract relative to non-discrimination and each subcontractor or supplier, by his contracting agent, shall agree to and be bound by the terms of this Contract.

26.6 Effect on other laws

Nothing contained herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

(4/7/80; 3/8/93, 11/1/02, 2/3/03, 6/3/13)